

DDA Registry
82-2283/1

20 September 1982

MEMORANDUM FOR: ODP Management Staff

ATTENTION:

STAT

FROM:

STAT

Directorate of Administration
ADP Control Officer

38 1-2

SUBJECT: Draft ODP Notice on Duties and Responsibilities
of ADP Control Officers

I have reviewed the draft ODP notice on the duties and responsibilities of ADP control officers and offer the following suggestions:

a. I would make a more identifiable distinction between the role of the component and that of the Directorate and DCI-area ADP control officers by renumbering the paragraphs as indicated on the attachment.

b. Add to paragraph 3a(3) the following two additional duties:

- . Conducts periodic reviews of existing OAS/WPE equipment to ensure that it remains properly utilized and cost effective.
- . Assists the component Record Management Officer with the identification, appraisal, and scheduling of tapes and disks in accordance with FPMR 101-11.4.

c. Add to paragraph 3b the following duty:

- . Reviews actions taken or proposed by component ADP control officers prior to forwarding to ODP to ensure that all necessary justifications, approvals, and other required processing have been completed, and to ensure that the action is consistent with overall Directorate policy and plans.

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Attachment

DDA/MS (20Sep82)

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Orig - Adse (w/att)

1 - DDA/ADP Subject (w/att)

1 - DDA/ADP Chrono (w/o att)

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